

Environmental Assistance Office Director

The Missouri Department of Natural Resources, Outreach and Assistance Center (OAC) is looking for a director for its Environmental Assistance Office (EAO) with the position being located in Jefferson City. (Unclassified, non-merit position). The EAO Director reports to the Director and Deputy Director of OAC.

The Environmental Assistance Office is a non regulatory branch of the department with a goal of improving the quality of the environment by providing the information and assistance that constituents need to improve their processes and achieve or exceed compliance with regulations. This involves multiple environmental issues that impact air, land, and water. The Environmental Assistance Office provides integrated environmental technical assistance and training to Missouri businesses, schools, communities, local governments, contractors, and other constituents. EAO offers planning assistance and tools to promote revitalization and redevelopment.

Qualifications :

This is a highly responsible management position requiring graduation from an accredited four-year college or university with a bachelor's degree (preferably in an environmental field of study); four years of professional experience in resource issues; broad knowledge of the department and the department's environmental programs; a strong outreach oriented background with good people skills; excellent ability to communicate; and, strong managerial skills. Some travel expected.

The successful candidate will possess the following core qualifications:

Ability to build coalitions and communicate effectively. This core qualification involves the ability to explain, advocate and express facts and ideas, negotiate with individuals and groups internally and externally, develop an expansive professional network with other organizations, and identify the external and internal issues that impact the work of the organization.

Ability to lead change. This core qualification relates to the ability to develop and implement an organizational vision through strategic planning, key goals, objectives, priorities and values.

Ability to lead people. This core qualification involves the ability to develop and utilize strategies that maximize employee potential, foster high ethical standards and inspire and motivate others toward accomplishment of the organizational mission.

Results oriented management style. This core qualification stresses accountability, problem-solving, and continuous improvement of customer service through use of adaptive management techniques to meet organizational goals.

Business acumen. This core qualification involves the ability to oversee the allocation of resources to efficiently and effectively accomplish goals and to use new technology to enhance decision-making.

Job components:

Manage a professional staff of 28. Organize and focus staff to maximize and enhance their ability to provide assistance to the department's constituents and programs. Ensure that staff possess a full understanding of environmental and regulatory issues. Ensure that staff work toward global solutions and compromises that are acceptable across the department.

Interface and build strong working relationships with programs and divisions within the Outreach and Assistance Center and the Department of Natural Resources. Partner with regulatory programs to find comprehensive solutions to complex regulatory issues. Ensure effective communication and coordination exists.

Participate as a member of the Outreach and Assistance Center's management team.

Salary commensurate with experience. Please send letter of interest, resume and salary requirements to Llona C. Weiss, Missouri Department of Natural Resources, P.O. Box 176, Jefferson City, MO 65102, phone (573) 751-1010 by November 20, 2004. Interviews will be conducted thereafter with the intent to fill the position as soon as possible.